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13 April 1965

MEMORANDUM FOR: Chief, Administrative Staff, O/DD/I .  
FROM : Chief, Administrative Staff, OCI  
SUBJECT : Elimination of Inactive Records  
REFERENCE : Memorandum from Assistant Deputy Director,  
Intelligence, dated 12 March 1965, subject,  
same as above

In accordance with above referenced memorandum the following action has been taken by this Office:

<u>Item</u>	<u>Cubic Feet</u>
Records Retired to Records Center	12.0
Record and Non-Record Material Destroyed	965.9
Record Material Returned to the CIA Library	16.5

We are presently in the process of revising our Records Control Schedule and also conducting a clean up program.

It is anticipated that sixty (60) cubic feet of record material presently being stored at the Records Center will be destroyed when the revised schedule has been approved.

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